



**Jason LeClair**  
Barber County Sheriff

**BARBER COUNTY GOVERNMENT**  
**120 E. Washington**  
**Medicine Lodge, KS 67104**  
**(620) 886-3961**

**REQUEST FOR PROPOSAL**  
**Architectural and Design Services**

**I. INTRODUCTION**

The Barber County Jail, a Barber County facility, located at 124 E. Washington Avenue, Medicine Lodge, KS 67104, is soliciting Proposals from Architect and Design teams to provide design options for possible renovations to the facility. The project is located at: 124 E. Washington Avenue, Medicine Lodge, KS 67104.

**II. PROJECT DESCRIPTION**

The Barber County Jail is a corrections facility originally constructed as a brig and utilized by the United States Navy. The brig was transported to Medicine Lodge in 1956 to serve as the Barber County Jail. Since its placement in 1956, there have been no major upgrades or renovations. Barber County is interested in designs for possible renovations to portions of this facility to improve inmate and officer safety, address accessibility issues, and improve security. These designs will provide information to Barber County so it can make informed decisions as to any desired renovations. Possible renovations include: expansion of booking room, including partial height wall with security glazing above; expansion of person search area; expansion of sally port; ADA ramp and doorway.

**III. PREPARATION OF PROPOSALS**

Envelopes containing Proposals shall be labeled as stated below and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- a. Name and location of project.
- b. Name and address of bidder.
- c. Addressed to Barber County Clerk, Attn: Barber County Jail Proposal, 120 E. Washington, Medicine Lodge, KS 67104.
- d. Submit proposal in duplicate; oral or telephone modifications will not be considered.

**IV. PRE-QUALIFICATION**

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Kansas.

Architect/Designer must have demonstrated prior experience in designing jails, holding facilities, or other similar secure housing or booking facilities.

## **V. SCOPE OF WORK**

Scope of Services and Responsibilities are as follows:

- a. Develop design options for expansion of booking room, including partial height wall with security glazing above;
- b. Develop design options for expansion of person search area;
- c. Develop design options for expansion of sally port;
- d. Suggest and design interior and exterior modifications for compliance with ADA requirements, potentially including ramp and doorway;
- e. Suggest and design modifications to hallway and cell units for compliance with ADA requirements;
- f. Design exterior renovations to match existing structure, insofar as possible;
- g. Provide cost estimates to all developed designs;
- h. Demonstrate a cohesive vision with all designs while also ensuring all renovations independently fit with the current design and layout if only certain portions of the delivered designs are acted upon.

## **VI. FORM OF PROPOSAL**

Proposals must consist of the following information in the order indicated below:

- a. Cover letter stating interest in project with signature of duly authorized principal.
- b. Technical qualifications.
- c. Experience with similar projects involving jails, holding facilities, or other similar secure housing or booking facilities.
- d. Experience of key staff personnel assigned to the project.
- e. List of Professional/Owner References and Cost History.
- f. Evidence of License in the State of Kansas.
- g. Cost of services breakdown in accordance with Section V: Scope of Work as applicable.

## **VII. ACCEPTANCE OR REJECTION OF PROPOSAL**

Barber County reserves the right to reject any and/or all Proposals when such rejection is in the interest of Barber County to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature, and to reject proposal of Bidder who is, in the opinion of Barber County, not in a position to perform the contract. Barber County also reserves the right to waive any information and technicalities in bidding. Contract will be awarded based on three factors which are described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the Bidder receiving the highest number of points. Notwithstanding the below Points system, Barber County reserves the right, however, to award a contract to its best interest.

Price = 30 points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 60 points. Points will be awarded on the basis of prior experience performing similar work.

Location = 10 points. The highest number of points in the category will be given to businesses located in Barber County or an immediately adjacent county.

## **VIII. GENERAL INFORMATION**

Firms with questions or those wishing to view the secure facility to assist in preparation of a proposal should contact Barber County Sheriff, 124 E. Washington, Medicine Lodge, KS 67104, (620) 930-2590.

Bid Proposals will be received at the offices of the Barber County Clerk, 120 E Washington, Medicine Lodge, KS 67104, until 10:00 a.m., on the 29th day of November, 2022. Bid proposals received after this date and time will not be accepted. Proposals received on time will be opened publicly in the chambers of the Barber County Commission at 10:00 a.m. on the 29th day of November, 2022. If not present at the opening, Awardee will be notified via email on November 29, 2022. Proposals not awarded will be notified by email.

Barber County will negotiate a contract with the most qualified firm at a price that Barber County determines is fair and reasonable. In making its determination, Barber County will consider the value of the services to be rendered as well as the scope, complexity, and professional nature of the services to be provided. If Barber County is unable to negotiate a satisfactory contract with the firm selected at a price that is determined to be fair and reasonable, negotiations with that firm will be terminated in writing. Another firm will then be selected, and the process continued until an agreement is reached or the process terminated.